



California Department of Education
Examination Bulletin

**BUS DRIVER TRAINING
PROGRAMS SPECIALIST**

FINAL FILING DATE: OCTOBER 13, 2004

OPEN/SPOT: YOLO COUNTY

4ED28

CALIFORNIA STATE GOVERNMENT AN EQUAL OPPORTUNITY EMPLOYER TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, OR SEXUAL ORIENTATION.

WHO MAY APPLY This examination is open to anyone who meets the "Requirements for Admittance to the Examination". Career credits do not apply.

HOW TO APPLY **Submit Examination Application (STD. 678) in person or by mail to:**

California Department of Education
Selection Services Office
1430 N Street
Sacramento, CA 95814

SPECIAL TESTING ARRANGEMENTS If you are disabled and need special testing arrangements, mark the appropriate box in Item #2 on the "Examination and/or Employment Application". You will be contacted about specific arrangements.

FINAL FILING DATE **October 13, 2004**, is the final filing date. Applications (STD. 678) must be **POSTMARKED** no later than the final filing date. Applications received by mail, personally delivered after 5:00 p.m., or received via interoffice mail after the final filing date will not be accepted.

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION **All applicants must meet the education and/or experience requirements for this examination by the final filing date. All applications/resumes must include "To" and "From" employment dates (month/day/year), time base, and official employment titles. Applications/resumes received without this information may be rejected.**

Driver's License and Certificate Requirement: Possession of a valid California Class B driver license with a passenger endorsement or equivalent and an unrestricted School Bus Driver's Certificate.

AND

Experience Requirements:

Either I

Three years of experience supervising or managing a transportation operation which includes bus and vehicle maintenance dispatch, and training functions that provides passenger transportation services to school districts.

Or II

Three years of experience supervising or training school bus drivers who provide passenger transportation services to school districts.

NOTE: Applicants must complete the driver license section of the Application (STD 678).

PRE-EMPLOYMENT DRUG & ALCOHOL TESTING REQUIREMENTS In accordance with Federal Highway Administration regulations (49 CFR, Part 382), persons hired to a class requiring a Commercial Driver License must pass pre-employment drug and alcohol screening tests.

NOTE: Candidates who pass the examination will be required to take the tests when they receive a conditional offer of employment.

MONTHLY SALARY RANGE **\$4,457 - \$5,415**

POSITION DESCRIPTION & LOCATION

A Bus Driver Training Programs Specialist, in the California Department of Education, under direction, coordinates and evaluates school bus, school pupil activity bus (SPAB), transit bus and farm labor vehicle (FLV) driver training programs; develops and conducts training sessions for school board members, administrators, transportation personnel and parents; conducts interviews and tests applicants requesting instructor certification; maintains required records and written reports; and performs other related duties.

Positions exist with the California Department of Education in West Sacramento.

ELIGIBLE LIST INFORMATION

An eligible list will be established for the California Department of Education. The list will be abolished 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

See reverse side for additional information

EXAMINATION INFORMATION

NO WRITTEN TEST IS REQUIRED. This examination will consist of a pass/fail performance test and a qualifications appraisal interview weighted 100%. **APPLICANTS WHO ARE UNSUCCESSFUL IN THE PERFORMANCE TEST WILL BE DISQUALIFIED AND CANNOT PROCEED FURTHER IN THE EXAMINATION. APPLICANTS SUCCESSFUL IN THE PERFORMANCE TEST WILL BE REFERRED IMMEDIATELY TO THE INTERVIEW PORTION OF THE EXAMINATION.** It is anticipated that the performance test and the interviews will be held in October and/or November 2004 at the DEPARTMENT'S TRAINING FACILITY IN WEST SACRAMENTO, CALIFORNIA. Accepted applicants are required to bring a valid California "Class B" driver license with a passenger endorsement **AND** an **UNRESTRICTED** School Bus Driver's Certificate to the examination. To obtain a position on the eligible list, applicants must achieve a minimum rating of 70% in the interview.

Performance Test – Weighted Pass/Fail

The performance test will consist of a behind-the-wheel driving test to demonstrate the applicant's ability to safely and correctly drive a school bus.

Qualifications Appraisal Interview – Weighted 100%

INTERVIEW SCOPE

In addition to evaluating the candidate's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each candidate's:

- A. Knowledge of:
 - 1. Principles, concepts, and methods of managing a passenger transportation program.
 - 2. State of California Vehicle Code legal provisions for the transportation of pupils in California as they are set forth in the Education Code, Vehicle Code, and California Code of Regulations – Title 5 (Education) and Title 13 (California Highway Patrol Motor Carrier Safety).
 - 3. Classroom and behind-the-wheel instructional teaching techniques.
- B. Ability to:
 - 1. Provide effective classroom and behind-the-wheel instruction, evaluate passenger transportation training program instructors, and maintain performance records.
 - 2. Interpret and explain laws, rules and regulations, and policies related to the transportation of school pupils and the general public.
 - 3. Operate all vehicles requiring driver certification, licensing or endorsement by a State certified bus driver instructor.
 - 4. Communicate effectively.
 - 5. Demonstrate effective instructional methods and skills.
 - 6. Prepare concise and accurate written reports.
 - 7. Develop curriculum for bus drivers and bus and farm labor vehicle driver instructors.
 - 8. Coordinate driver safety programs with local school passenger transportation operations.

ADDITIONAL DESIRABLE QUALIFICATIONS

Possession of a valid bus driver instructor certificate issued by the Department of Education with no instructional limitations.

VETERANS POINTS

Veterans' Preference credit will be added to the final score of candidates in the examination who qualify for and have requested these points, and who are successful in the examination. (See General Information on this bulletin for information regarding veteran's points.)

GENERAL INFORMATION

If is the candidate's responsibility to contact the California Department of Education's Selection Services Office in Sacramento at (916) 319-0857 three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of interview or performance test fails to reach him/her prior to the day of the interview because of a verified postal error, he/she will be rescheduled on written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department, the California Department of Education, and accessible on the Internet (<http://www.spb.ca.gov>) in the state application section.

If you meet the requirements stated on this bulletin, you may take this examination, which is competitive. Possession of the entrance requirement does not ensure a place on the eligible list. Your performance in this examination will be compared with the performance of other candidates who take this test. All candidates who pass will be ranked according to their final scores.

The State Personnel Board and the California Department of Education reserve the right to revise the examination plan to meet the needs of the service more effectively if changes occur in the circumstances under which this examination was planned. Such revision will be in accordance with civil service laws and rules, and all candidates will be notified.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: (1) subdivisional promotional; (2) departmental promotional; (3) multi departmental promotional; (4) service wide promotional; (5) departmental open; (6) open eligible list. In the case of continuous testing examination, names are merged into the appropriate eligible lists in order of final test scores (except as modified by veterans' preference credits) regardless of the date of the test; and the resulting eligible lists will be used to fill vacancies only in the area shown on the bulletin.

General Qualifications: Candidates must possess essential personal qualifications, including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations investigation may be made of employment records and personal history, and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In the appraisal of experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of the experience. Evaluation of a candidate's personal development will include consideration of the candidate's recognition of personal training needs; plans for self-development; and the progress made in efforts toward self-development.

Veterans Preference: Veterans, widows, widowers, and the spouse of a disabled veteran may qualify for veterans' preference credits in Open entrance examinations (15 points for disabled veteran; 10 points for other veterans). Applicable points will be added to the final score of all candidates who are successful in this examination, and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, **CURRENT CIVIL SERVICE EMPLOYEES WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' PREFERENCE CREDITS.** Directions on how to apply for veterans' preference credits are on the Veterans' Preference Application Form (form 1093) which is available from State Personnel Board Offices, written test proctors, and the Department of Veterans' Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.